

## Community Nutrition Programs

### **CHILD AND ADULT CARE FOOD PROGRAM Child Care Component Listing of Required Documentation**

The following is a list of forms that each agency is required to complete and keep on file. All CACFP documentation must be retained on site for three years plus the current year of operation. *Please note that this list may not be all inclusive.* You may find all Guidance Memorandums and documents on the following website: [http://fns.dpi.wi.gov/fns\\_centermemos](http://fns.dpi.wi.gov/fns_centermemos)

#### **Each site participating on the CACFP**

- ☐ Post the “And Justice For All” poster in a place visible to the public

#### **Distribute to all current households and include in enrollment packets**

- ☐ Household Size-Income Statement and Parent Letter (Guidance Memo #1C)
- ☐ CACFP Enrollment form (Guidance Memo #6C)
- ☐ Parental Notification Flier (Building for the Future) (Guidance Memo #8C)
- ☐ Infant Meal Notification (Guidance Memo #12C) and sample infant policy (if applicable)

#### **Complete Annually (Guidance Memo #8C)**

- ☐ Send the News Media Release to a local news media outlet
  - Keep a copy of the form on file stating where and when it was sent
- ☐ Complete the *Ethnic and Racial Data Form* and keep on file
- ☐ Conduct Civil Rights Training to staff who interact with program applicants or participants, and those persons who supervise them. Training handout may be found on the Guidance Memo website above.

#### **Update Annually**

- ☐ Household Size-Income Statement and Parent Letter for enrolled children (Guidance Memo #1C). Change to new forms each year on July 1
- ☐ CACFP Enrollment form for each enrolled child (Guidance Memo #6C)
- ☐ On-line Application
- ☐ Make the WIC Fact Sheet available to parents (either post where parents can see it or include in the enrollment packet) (Guidance Memo #9C)

#### **Complete Monthly and keep on file**

- ☐ Household Size-Income Record (Guidance Memo #1C)
- ☐ Reimbursement Claim (Submit On-line) (Guidance Memo #3C)
- ☐ Dated Menus reflecting meal/component changes (if applicable)
- ☐ Expense and Income Records

#### **Complete Daily and keep on file with claim records for the month (Guidance Memorandum #9C)**

- ☐ Production Records
- ☐ Point of Service Meal Counts
- ☐ Infant Meal Records (if applicable)
- ☐ Daily Attendance Records

#### **Non-Profit Food Service Financial Report (Guidance Memorandum #11)**

- ☐ All independent centers (PI-1463) - submit annually (due November 1)
- ☐ All sponsoring organizations (PI-1463-A) – submit quarterly (due Mar 1, June 1, Sept 1, Dec 1)

#### **Sponsoring Organizations Only (2 or more sites participating in the CACFP) (Guidance Memo #5)**

- ☐ Claim Edit Checks
- ☐ Site reviews at each site
- ☐ Annual training